

TOWN OF CHATHAM

Employment Application



APPLICANT INFORMATION							
Last Name		First			M.I.		Date
Street Address					Apartment/Unit #		
City		State		ZIP			
Phone ()		E-mail Address					
Date Available		DOB: / /		Social Security No.		Desired Salary	
Position Applied For						<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever applied and/or worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?			
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain			

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

REFERENCES	
<i>Please list three professional references</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
IF other than honorable, explain.		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

TOWN OF CHATHAM, VIRGINIA

Equal Employment Opportunity Form

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Home Phone: () Social Security Number: _____

Position Applied For: _____

Voluntary Information

This information is being requested in accordance with federal regulations. This information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other |

Gender

- | | |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

Military Service

- | | |
|---|---|
| <input type="checkbox"/> Pre-Vietnam Era | <input type="checkbox"/> Vietnam Era |
| <input type="checkbox"/> Post-Vietnam Era | <input type="checkbox"/> Disabled Veteran |

How did you hear about this position?

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Company Employee | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Placement Office | <input type="checkbox"/> Web Site |
| <input type="checkbox"/> Other _____ | | |

VIOLATION OF PRE-EMPLOYMENT GUIDELINES

CRIMINAL HISTORY:

Conviction of any felony or crime of moral turpitude (crime contrary to justice, honesty, or good morals. Examples are larceny, fraud, dishonesty, concealment, bad checks, embezzlement, and perjury).

Any convictions involving domestic violence, including simple assault against a domestic partner, spouse, child or parent.

Conviction of any Class 1 or Class 4 misdemeanor, including traffic violations, or the Virginia State Law equivalent within the last 24 months (will be evaluated on a case-by-case basis)

Commission of undetected crimes of a serious or repetitive nature.

Any individual falling into any of the aforementioned criminal history categories prior to a conviction that enters a plea agreement to the reduction of charges may be disqualified from the entry process.

DRIVING RECORD:

Six or more points on a Virginia Operators License or the equivalent for out-of-state licenses in the last 12 months.

Any conviction of driving under the influence of drugs or alcohol, refusal to take blood or breath test, eluding police, racing or leaving the scene of an accident within the last 5 years.

Reckless driving (will review circumstances)

DRUGS:

Any involvement in the sale or distribution of illegal drugs as an adult. Juvenile involvement in the sale or distribution of illegal drugs is an area of concern which will be given careful scrutiny in the context of the full investigation/review.

Any illegal possession/use of opiate, cocaine, or any other schedules 1 or 2 drug, or any derivative thereof, as defined in the Code of Virginia within the last 5 years.

Any illegal possession/use of hallucinogens

Illegal possession/use of anabolic steroids within the last 3 years.

Illegal possession/use of marijuana or a derivative thereof within the last 12 months.

Current illegal/improper use of any controlled substance including over the counter drugs (medications).

*Note: Some minor offenses are classified as Class 1 misdemeanors (e.g. littering), but would not result in automatic disqualification. Convictions of this nature would be evaluated on a case-by-case basis in the context of the full investigation/review.

CREDIT

Any person who has filed a Chapter 7 bankruptcy (will be reviewed for cause)

Any person filing a Chapter 13 bankruptcy (will be reviewed for cause)

Any person who has any unsatisfied judgements or garnishments.

OTHER:

Dishonorable discharge from any military service (less than honorable will be reviewed by case)

Untruthfulness or the intentional withholding of information on any application, interview, or paperwork associated with the position

Deliberate inaccuracies or incomplete statements.

Cheating on any examination or testing associated with the position.

Failure to attend any scheduled interview, examination, appointment, or meeting relative to the position.

Failure to meet criteria for the position.

Applicants whose past conduct could cause embarrassment to the Town of Chatham Police Department, if such conduct were made public, will not be considered.

This is not intended to be an exhaustive listing of background disqualifiers.

Applicants who are successful in the initial testing will undergo a thorough background investigation, including polygraph examination. Areas of concern will be evaluated on a case-by-case basis within the context of the full investigation/review. Examples of areas of concern may include, but are not limited to, the following

Reduction of charges as a result of a plea agreement or other form of sentencing disposition prior to a conviction in any of the aforementioned criminal and driving history categories.

Crimes committed as a juvenile, including undetected crime.

Patterns of reckless and/or irresponsible driving.

Multiple convictions of driving under the influence.

Illegal or habitual drug possession that does not fall within the parameters defined above.

Less than honorable military discharge, erratic work record, or unfavorable employment references.

Pending litigation or prosecution for criminal offenses must be resolved prior to consideration for employment.

TOWN OF CHATHAM POLICE DEPARTMENT

Physical Demands For Police Officers

1. Drive a full size four (4) door Sedan/SUV	YES	NO
2. Quickly enter and exit above-described vehicle	YES	NO
3. Change tire on the above vehicle	YES	NO
4. Participate in vigorous defensive tactics	YES	NO
5. Be trained in firing and safe handling of shotgun and semi-automatic handgun	YES	NO
6. Pursue arrest subject over and around obstacles	YES	NO
7. Wrestle combatant subject to ground	YES	NO
8. Walk for long distances and periods of time.	YES	NO
9. Drive a vehicle safely at night.	YES	NO
10. Wear SCBA (self-contained breathing apparatus) (to include a face mask).	YES	NO
11. Must be able to be exposed to chemical agents used in law enforcement.	YES	NO
12. Law Fit Requirements	YES	NO

a. Law Fit- this is required by the academy to gauge recruits on their current fitness levels, thus following the law fit model. This involves:

- i. Height & Weight
- ii. Sit & Reach
- iii. Sit Ups
- iv. 1.5 Run
- v. Obstacle Course
- vi. Bench Press/Pull Downs

b. There will be three (3) standards that must be met. They are:

- i. Complete a 1.5 mile run in 20 Minutes or less.
- ii. Complete the obstacle course in 1:45 or less.
- iii. Complete 10 correct sit-ups in a minute.

TOWN OF CHATHAM POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to the Chief of Police of the Town of Chatham, or their designee of the Town of Chatham Police Department, or the Director of Human Resources of the Town of Chatham, whether the records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings), medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration, public utility companies, employment and pre-employment records including background reports, polygraph reports, efficiency ratings, complaints or grievances filed by or against me, and salary records, real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located and to include the records and collections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Town of Chatham Police Department to consider in determining my suitability for employment by that department.

It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above is not intended to deny access to any records not specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Town of Chatham Police Department.

A photocopy of this release form will be valid as an original thereof; even though the said photocopy does not contain an original writing of my signature.

Signature _____ Date _____

Street Address _____

City _____, State _____ Zip Code _____

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20____

My Commission Expires _____ (Signature of Notary) _____